

DD/S 57-2552

AIR

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VIA Chief of Station, 25X1A
Chief, WH
Chief, 25X1A

AUG 28 1957

Support

Reduction of Administrative Workload

REFS 1. Book Dispatch No. 202, 12 February 1957

2. 7 March 1957

1. Thank you for your reply to Book Dispatch No. 202. Your suggestions are sound and I am pleased to be able to advise you that considerable progress has been made in adopting them.

2. The Divisions have been asked to determine the precise number of copies of dispatches and other correspondence required by their several Stations and Bases. You may have been queried on this already and wondered why you were being asked for information already supplied by . However, I am sure you will appreciate the problem of dealing with many far-flung posts.

3. As to the old booklet-type PH Forms, I would suggest that you destroy them and requisition the new type which meets your suggestion.

4. An effort is being made to eliminate the requirement for covering dispatches that transmit otherwise readily identifiable material and add nothing to the substance. I believe that this will be tested and adopted in a few months. This should take care of your suggestion l.c.

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25X1 6. [] was a request for certain information together with your recommendations. I believe it would have been possible to assemble most of the information here and have suggested to the originator that, in the future, a check be made at the desk level before asking the field for data.

L. K. WHITE

AUG 16 1957

13 August 1957

Distribution:

25X1C

3 - Chief of Station, []

2 - Chief, WH

2 - DD/S () subject reading

1 - SSA-DD/S

1 - EO-DD/P

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SSA(A):AMW/ms

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